

Administrative Vice President

Job Description

<p>Purpose</p>	<ul style="list-style-type: none"> ❖ Coordinate the activities and reporting of all PAL committees
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> ❖ Attend BOD and/or SCC meetings as requested ❖ Work closely with the President ❖ Empowered to serve as President in that Officer's absence or disability ❖ Preside over PAL Membership, BOD and/or SCC meetings in the absence of the President ❖ Shall be the Registered Agent of PAL, Inc. during term of office and shall maintain a physical address as the Registered Office of PAL, Inc. ❖ Shall have authority to sign checks and other such instruments issued by PAL, Inc., as approved by the BOD ❖ Shall have authority to co-sign contracts ❖ Send all internal and external documents to the President for review and approval before distribution ❖ Establish and maintain clear communication with direct reports from: <ul style="list-style-type: none"> ○ Venues Chairperson ○ Membership Chairperson ❖ Prepare a written copy of oral report for Recording Secretary for BOD and/or SCC and General Membership meetings ❖ Establish the Nominating Committee Chair and Committee members ❖ Supervise elections and key votes ❖ Prepare a written report for PAL's Annual Report due in May of each year. ❖ Prepare Notebooks for BOD and SCC members
<p>Qualifications and Skills</p>	<ul style="list-style-type: none"> ❖ Organizational skills ❖ Time management skills ❖ Computer skills
<p>Reporting System</p>	<ul style="list-style-type: none"> ❖ President

Assistant Treasurer

Job Description

<p>Purpose</p>	<ul style="list-style-type: none"> ❖ Assist the Treasurer in the collection of monies and in the distribution of information
<p>Duties and Responsibilities</p>	<p><u>General:</u></p> <ul style="list-style-type: none"> ❖ Attend BOD and/or SCC meetings as requested ❖ Check Post Office Box for incoming checks ❖ Secure a substitute if unable to check P.O. Box ❖ Deposit checks and send copy of each deposit slip to Treasurer, noting dues, donation, etc. ❖ Accept payments at meetings and events <p><u>For Events:</u></p> <ul style="list-style-type: none"> ❖ Email name of person and event to Event Chairperson, Event Reservations Chairperson, Ventures Vice President, and Treasurer <p><u>For Membership Meetings and Socials:</u></p> <ul style="list-style-type: none"> ❖ Email name of person to Venues Chairperson, Membership Chairperson, President, Treasurer <p><u>For Donations:</u></p> <ul style="list-style-type: none"> ❖ Email name of person and amount to Event Chairperson (if applicable), Treasurer, President ❖ Send required tax-exempt donation acknowledgements ❖ Send name and contact information for donations of \$100 or more from non-members to the Corresponding Secretary ❖ Send name and contact information for sponsorships to the Corresponding Secretary <p><u>For Renewing Memberships:</u></p> <ul style="list-style-type: none"> ❖ Email names to Membership Chairperson, Corresponding Secretary, Administrative Vice President, and President <p><u>For New Memberships:</u></p> <ul style="list-style-type: none"> ❖ Scan and email Membership Application or email contact information to Membership Chairperson, Corresponding Secretary, Administrative Vice President, and President ❖ Deliver original Membership Application to Membership Chairperson
<p>Qualifications and Skills</p> <p>Reporting System</p>	<ul style="list-style-type: none"> ❖ Computer skills ❖ Basic accounting ❖ Treasurer and President

Corresponding Secretary

Job Description

Purpose	<ul style="list-style-type: none"> ❖ Shall handle all internal and external correspondence of PAL, Inc. as requested
Duties and Responsibilities	<ul style="list-style-type: none"> ❖ Attend BOD and/or SCC meetings as requested ❖ Send all electronic notices, announcements, invitations, etc. from the PAL email account ❖ Provide electronic notice of scheduled and called meetings to the Board of Directors, SCC, and General Membership as requested by the President ❖ Send announcements and electronic invitations for special events ❖ Write thank you notes to non-members for donations of \$100 or more, as provided by the Assistant Treasurer ❖ Write thank you notes to all sponsors ❖ Mail notes and cards (get well, congratulations, sympathy, etc.) to individuals identified by the Membership ❖ Purchase necessary supplies, including stamps and cards, and submit receipt to Treasurer for reimbursement ❖ Send all internal and external documents (excluding notes and cards) to the President for review and approval before distribution ❖ Provide storage of PAL stationery, notecards, envelopes, etc. and distribute to others as needed ❖ Prepare a written copy of oral report for Recording Secretary for BOD and/or SCC and General Membership meetings ❖ Prepare a written report for PAL's Annual Report due in May of each year
Qualifications and Skills	<ul style="list-style-type: none"> ❖ Typing and computer skills ❖ Writing skills (including sentence construction, punctuation, etc.) ❖ Legible handwriting
Reporting System	<ul style="list-style-type: none"> ❖ President

Graphics Chairperson

Job Description

<p>Purpose</p>	<ul style="list-style-type: none"> ❖ Design all meeting notices and imagery used in print media for PAL, Inc.
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> ❖ Attend combined BOD and SCC meetings as requested ❖ May establish a Graphics Committee and delegate responsibilities ❖ Receive information from Venues Chairperson and create meeting notices <ul style="list-style-type: none"> ○ Send meeting notice drafts to the Venues Chairperson for revisions and/or approval ❖ Receive information from Event Chairperson(s) or Ventures Vice President and create graphics for <ul style="list-style-type: none"> ○ Marketing materials ○ Programs ○ Flyers/Invitations ○ Newspaper Ads ○ Other documents as requested ❖ Send draft of event graphics to Event Chairperson(s) for revisions and/or approval ❖ Design and compile the Membership Directory <ul style="list-style-type: none"> ○ Submit draft to Membership Chair and Executive Board for review before publication and distribution ○ Provide the Membership Directory to the Online Communications Specialist ○ Place printing order to allow time for distribution of Membership Directory at the first Membership meeting of each year ❖ Design and/or update brochure and other marketing materials ❖ Prepare a written copy of oral report for the Recording Secretary for BOD and/or SCC and General Membership meetings ❖ Send all internal and external documents to the President for review and approval before distribution
<p>Qualifications and Skills</p>	<ul style="list-style-type: none"> ❖ Organizational skills ❖ Computer skills ❖ Design skills ❖ Internet access
<p>Reporting System</p>	<ul style="list-style-type: none"> ❖ President ❖ Marketing Vice President ❖ Administrative Vice President

Marketing Vice President

Job Description

Purpose	<ul style="list-style-type: none"> ❖ Coordinate the reporting of media and publicity-related activities
Duties and Responsibilities	<ul style="list-style-type: none"> ❖ Attend BOD and/or SCC meetings as requested ❖ Work closely with the President and Event Chairpersons ❖ Work with the Marketing Sub-Committees and report to the Board of Directors for the Sub-Committees as needed ❖ Establish and maintain clear communication with direct reports from the Publicity, Graphics, and Membership Directory Chairpersons, and Online Communications Specialist ❖ Supervise all press releases ❖ Work with the Graphics Chairperson to design and implement publicity and marketing materials, including ads, brochures, etc. ❖ Send all internal and external documents to the President for review and approval before distribution ❖ Maintain archives of general publicity and graphic design ❖ Maintain and keep a current catalog of print and broadcast media with contact name, contact information, deadlines, etc. ❖ Prepare a written copy of oral report for the Recording Secretary for BOD and/or SCC and General Membership meetings ❖ Prepare a written report for PAL's Annual Report due in May of each year
Qualifications and Skills	<ul style="list-style-type: none"> ❖ Organizational skills ❖ Computer skills ❖ Knowledge of social media and internet ❖ Time management skills
Reporting System	<ul style="list-style-type: none"> ❖ President

Membership Chairperson Job Description

<p>Purpose</p>	<ul style="list-style-type: none"> ❖ Maintain accurate, up-to-date information on members, including name, contact information, interests, skills, and work experience
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> ❖ Attend combined BOD and SCC meetings as requested ❖ Contact Members by email, phone, text, and/or in person, reminding them of dues renewal ❖ Maintain master list of Members (in coordination with Corresponding Secretary) ❖ Provide Member contact information with picture to Membership Directory Publisher and Online Communications Specialist ❖ Maintain and revise Membership application (in coordination with Administrative Vice President, providing copies as needed) ❖ Inform Ventures Vice President and Administrative Vice President of Members' interests, skills, and experience ❖ Call new members to welcome them and learn more about them (may be delegated to Committee) ❖ Send email with Membership updates (new members, corrections, etc.) as they are identified, to Corresponding Secretary for distribution to General Membership ❖ Keep a record of attendance at Membership meetings and establish quorum at each meeting ❖ Introduce new members at Membership meetings ❖ Maintain, update, and print clip-on name tags and make them available at meetings and/or events ❖ May establish a Membership Committee and delegate responsibilities ❖ Prepare a written copy of oral report for Recording Secretary for BOD and/or SCC and General Membership meetings ❖ Prepare a written report for PAL's Annual Report due in May of each year ❖ Send all internal and external documents to the President for review and approval before distribution
<p>Qualifications and Skills</p>	<ul style="list-style-type: none"> ❖ Access to computer with Excel and printer ❖ Comfortable working with Excel spreadsheet and Google docs ❖ Ability to print nametags using template ❖ Capable of handling details ❖ Friendly demeanor ❖ Effective communication skills
<p>Reporting System</p>	<ul style="list-style-type: none"> ❖ Administrative Vice President

Online Communications Specialist

Job Description

<p>Purpose</p>	<ul style="list-style-type: none"> ❖ Maintain the PAL Website and Facebook page, working closely with the President and Marketing Vice President
<p>Duties and Responsibilities</p>	<p>Maintain:</p> <ul style="list-style-type: none"> ❖ Weebly ❖ Eventbrite – Send reservation information to Event Chairperson, Event Reservations Chairperson, Treasurer, Assistant Treasurer, and President ❖ PayPal – Send reservation information to Event Chairperson, Event Reservations Chairperson, Treasurer, Assistant Treasurer, and President ❖ PayPal – Inform Treasurer, Membership Chairperson, and President of dues payments ❖ Jot Form ❖ Online Membership Directory ❖ Facebook Page ❖ Amazon <ul style="list-style-type: none"> ○ Smile Account ○ GuideStar ❖ Gmail accounts associated with websites <ul style="list-style-type: none"> ○ PAL Gmail ○ Google docs and photos ○ Google drive ❖ Inform President and Marketing Vice President of additions to the website ❖ Forward messages received through the website and Facebook to the President ❖ May establish an Online Communications Committee and delegate responsibilities ❖ Secure a substitute to monitor PayPal and Eventbrite if unavailable during a time when reservations for events are being made ❖ Attend combined BOD and SCC meetings as requested ❖ Prepare a written copy of oral report for Recording Secretary for BOD/SCC and Membership meetings ❖ Prepare a written report for PAL's Annual Report
<p>Qualifications and Skills</p>	<ul style="list-style-type: none"> ❖ Working knowledge of online communications and technology
<p>Reporting System</p>	<ul style="list-style-type: none"> ❖ President ❖ Marketing Vice President

President

Job Description

Purpose	❖ Provide Leadership of Performing Arts League, Inc.
Duties and Responsibilities	<ul style="list-style-type: none"> ❖ Preside over all PAL Membership, Board of Directors and/or Standing Committee Chair meetings ❖ Prepare an agenda for all BOD and/or SCC, and General Membership meetings ❖ Serve ex-officio on all committees except the Nominating Committee ❖ Work with the BOD and SCC to further PAL's mission ❖ Serve as an ambassador on behalf of PAL and advocate in the community for PAL's mission ❖ Review and understand PAL's ByLaws, Policies and Procedures, and financial reports ❖ Shall have authority to sign checks and other such instruments issued by PAL, Inc., as approved by the BOD ❖ Shall have authority to co-sign contracts ❖ Shall execute all documents as necessary in the name of PAL as authorized and directed by the Board of Directors ❖ Review all internal and external documents before distribution ❖ Must be committed to the organization and understand the scope of energy and significant time required to effectively do the job ❖ Should feel comfortable with delegating responsibilities ❖ Should develop and maintain beneficial relationships with donors, sponsors, supporters, and others
Qualifications and Skills	<ul style="list-style-type: none"> ❖ Leadership skills ❖ Organizational skills ❖ Time management skills ❖ Effective communication skills ❖ Ability to listen and seek input from others ❖ Internet access, typing and computer skills
Reporting System	❖ Board of Directors

Publicity Chairperson

Job Description

<p>Purpose</p>	<ul style="list-style-type: none"> ❖ To make the community aware of the events of PAL and PAL as an organization
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> ❖ Attend combined BOD and SCC meetings as requested ❖ Set up a publicity calendar for the year noting which events are to be publicized and set goals ❖ Coordinate the work of Publicity Committee (who will do what and when) ❖ Write/edit press releases, working closely with Event Chairpersons ❖ Send all internal and external documents to the President for review and approval before distribution ❖ Maintain a file of all publicity (articles, radio and television interviews and announcements, etc.) and contact information (names, addresses, phone numbers) ❖ May establish a Publicity Committee and delegate responsibilities ❖ Prepare a written copy of oral report for the Recording Secretary for Bod and/or SCC and General Membership meetings ❖ Prepare a written report for PAL's Annual Report due in May of each year and include articles, pictures, ads, calendar inclusions, etc. published during the year
<p>Qualifications and Skills</p>	<ul style="list-style-type: none"> ❖ Organizational skills ❖ Effective communication skills for speaking and writing (grammar, punctuation, clarity) ❖ Be able to share a sense of energy and enthusiasm about PAL with the community
<p>Reporting System</p>	<ul style="list-style-type: none"> ❖ President ❖ Marketing Vice President

Recording Secretary

Job Description

Purpose	<ul style="list-style-type: none"> ❖ Record and maintain minutes of the BOD and/or SCC, and General Membership Meetings
Duties and Responsibilities	<ul style="list-style-type: none"> ❖ Attend all BOD and/or SCC and General Membership meetings and take minutes ❖ Secure a substitute if unable to attend a meeting(s) ❖ Type BOD and/or SCC minutes; submit to President for approval and/or corrections; distribute to the BOD and/or SCC ❖ Type General Membership minutes; submit to President for approval and/or corrections; send corrected minutes to the Corresponding Secretary for distribution to General Membership ❖ Maintain a PAL, Inc. Minutes Book ❖ Retain file copies of committee reports ❖ Retain copies of all Treasurer's reports ❖ Make copies of minutes and reports available to the General Membership ❖ Shall hold the Corporate Seal
Qualifications and Skills	<ul style="list-style-type: none"> ❖ Typing and computer skills ❖ Good writing skills (including sentence construction, punctuation, etc.) ❖ Legible handwriting
Reporting System	<ul style="list-style-type: none"> ❖ President

Scholarships and Grants Vice President

Job Description

<p>Purpose</p>	<ul style="list-style-type: none"> ❖ Develop criteria, oversees the application and award process for those seeking grants and scholarships awarded by the Performing Arts League and makes recommendations to General Membership
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> ❖ Attend BOD and/or SCC meetings as requested ❖ Serve as Chairperson of the Scholarships and Grants Committee ❖ Assist in reviewing Grant and Scholarship Applications ❖ Communicates the availability of grants and scholarships to the public. ❖ Send all internal and external documents to the President for review and approval before distribution ❖ Prepare a brief written copy of oral report for Recording Secretary for BOD and/or SCC and General Membership meetings ❖ Prepare a written report for PAL's Annual Report due in May of each year
<p>Qualifications and Skills</p>	<ul style="list-style-type: none"> ❖ Organizational skills ❖ Computer skills ❖ Time Management ❖ Internet Access
<p>Reporting System</p>	<ul style="list-style-type: none"> ❖ President
<p>Procedure for evaluating scholarships and grants</p>	<p>See Page 2</p>

Grants and Scholarships Guidelines

Grants –

The purpose of the Performing Arts League Grant program is to encourage the expansion and development of projects that recruit, develop or train young students for participation in all disciplines of the Performing Arts, including Dance, Instrumental, Theatre, and Vocal. **Grants are available to organizations that are active participants in such programs.**

More than one project within the organization may qualify for grant requests. Only one grant award will be allocated per organization per year from Performing Arts League.

Every effort shall be made to verify the organization's reason for funds requested.

Scholarships –

The purpose of the Performing Arts League Scholarship program is to encourage the expansion and development of programs that recruit, develop or train young students for participation in all disciplines of the Performing Arts, including Dance, Instrumental, Theatre, and Vocal. **Scholarships are available to individuals who are active participants in such programs.**

More than one student within the organization (performing arts or school) may make scholarship requests. Only one scholarship award will be allocated per student per year from Performing Arts League.

Students must ask his/her primary teacher for the genre for which he/she is requesting funds for a recommendation to be sent separately to PAL. If applicable, an additional recommendation from the organization to which the student is a member must be submitted.

Every effort shall be made to verify the student's commitment to his/her organization and the reason for funds requested.

General –

PAL will only award funds directly for the support of projects where credit can be acknowledged to PAL. Funds given to an organization for scholarships must be credited as scholarships from PAL. As an example, ArtsBuild will not fund PAL because we would receive credit for funds awarded instead of ArtsBuild.

Funds will not be awarded for salaries, refreshments, or transportation (i.e. band trips for parades, choir festivals, etc.)

Many PAL members have relationships with youth programs in our area. There is a natural tendency to advocate for proposals that are close to the heart of these members. Evaluation of each proposal must be done on the merits of the written proposal. Advocacy must be limited to providing supporting information to the committee members. This information can be invaluable in answering questions that may arise out of the discussions. Discussions must not be argumentative or overbearing, and must avoid putting individuals on the defensive.

Any member of the committee who has an association with any individual or group applying for a grant or scholarship will be excused from voting on that proposal.

Treasurer

Job Description

<p>Purpose</p>	<ul style="list-style-type: none"> ❖ Shall be responsible for handling all of PAL, Inc. finances, maintaining a record of income and expenses, preparing financial reports, including monthly reports to the Board of Directors and to the Membership, and annual reports as required by law
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> ❖ Attend BOD and/or SCC meetings as requested ❖ Assist with determining the Annual Budget and other budgets as needed ❖ Maintain accurate financial records and prepare and present monthly and end-of-year financial reports ❖ Manage all incoming invoices/reimbursements as approved by the BOD and make payments ❖ Shall have authority to sign checks and other such instruments issued by PAL, Inc., as approved by the BOD ❖ Send invoices for payments to PAL as requested ❖ Shall be responsible for all aspects of the Square, including the assignment of its use to other Members ❖ Supervise and coordinate the treasury functions of fundraisers with Ventures Vice President, Event Chairperson and Assistant Treasurer ❖ Coordinate with Assistant Treasurer, who makes the bank deposits ❖ The outgoing or re-elected Treasurer will prepare or arrange for Federal and State returns and other corporate reports and submit the same ❖ Federal and State reports shall be signed by the Treasurer and President ❖ Renew insurance policy as approved by the Board of Directors ❖ Send all internal and external documents to the President for review and approval before distribution
<p>Qualifications and Skills</p>	<ul style="list-style-type: none"> ❖ Computer skills ❖ Basic accounting
<p>Reporting System</p>	<ul style="list-style-type: none"> ❖ President

Ventures Vice President

Job Description

<p>Purpose</p>	<ul style="list-style-type: none"> ❖ Seek opportunities for PAL, Inc. outreach and fundraising ❖ Assist Event Chairpersons
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> ❖ Attend BOD and/or SCC meetings as requested ❖ Serve as Chairperson of the Ventures Committee ❖ Make fundraising event recommendations to Board of Directors and General Membership ❖ Subsequent to General Membership approval of fundraising events, coordinate the formation and manage the operation of an ad hoc ventures committee for each fundraiser ❖ Establish and maintain clear communication with direct reports from the Event Chairpersons ❖ Plan Budget with Event Chairpersons, if requested ❖ Ensure contracts are favorable, fair, and in place ❖ Send all internal and external documents to the President for review and approval before distribution ❖ Assist Event Chairpersons with tasks as needed ❖ Resolve Budget issues with President & Treasurer ❖ Analyze and report success of fundraisers ❖ Prepare a brief written copy of oral report for Recording Secretary for BOD and/or SCC and General Membership meetings ❖ Prepare a written report for PAL's Annual Report due in May of each year
<p>Qualifications and Skills</p>	<ul style="list-style-type: none"> ❖ Organizational skills ❖ Computer skills ❖ Time Management ❖ Internet Access
<p>Reporting System</p>	<ul style="list-style-type: none"> ❖ President

Venues Chairperson

Job Description

Purpose	<ul style="list-style-type: none">❖ Locate and coordinate sites for all General Membership meetings❖ Assist Ventures Committee in locating sites for specific events
Duties and Responsibilities	<ul style="list-style-type: none">❖ Attend combined BOD and SCC meetings as requested❖ Locate facilities for monthly meetings and make reservations❖ Obtain estimates of costs/fees, if any, for meeting sites❖ Coordinate with caterer/facility manager or host regarding prices and setup of site❖ Provide Graphics Chairperson with final meeting site information for distribution announcement❖ Maintain RSVP email account❖ Provide caterer, facility manager and/or host final RSVP tally❖ On meeting day, place directional signs at site, if necessary❖ Maintain and keep a current catalog of venue sites with details, including contact name, contact information, rental rates, etc.❖ May establish a Venues Committee and delegate responsibilities❖ Prepare a written copy of oral report for the Recording Secretary for BOD and/or SCC and General Membership meetings❖ Prepare a written report for PAL's Annual Report due in May of each year
Qualifications and Skills	<ul style="list-style-type: none">❖ Internet access❖ Typing and computer skills❖ Organizational skills
Reporting System	<ul style="list-style-type: none">❖ Administrative Vice President
Procedure for Distribution of Meeting Notices to the Membership	<ul style="list-style-type: none">❖ See Page 2

Procedure for Distribution of Meeting Notices to the Membership

- ❖ **Venues Chairperson** sends the Meeting Notice information details to **Graphics Chairperson** a minimum of three weeks before a Membership Meeting (four weeks before the April Election Meeting)
- ❖ **Graphics Chairperson** creates a first draft for review and sends it to **Review Team** (Venues Chairperson, Venues Committee, President, and Administrative Vice President)
- ❖ **Review Team** identifies necessary edits/suggestions and **replies to all except Graphics Chairperson** within two days
- ❖ **Venues Chairperson** compiles any suggested changes and sends them to the **Graphics Chairperson**
- ❖ **Graphics Chairperson** makes the suggested changes and sends the Meeting Notice to the **Venues Chairperson** for final approval
- ❖ **Venues Chairperson** sends the Meeting Notice to the **Corresponding Secretary and the Online Communications Specialist** a minimum of two weeks before the Membership meeting (three weeks before the April Election Meeting)
- ❖ **Corresponding Secretary** emails the Meeting Notice to the Membership a minimum of two weeks before a Membership Meeting (three weeks before the April Election Meeting)